

Water Resources Department

Letter of Commitment Process

October 24, 2005

The Letter of Commitment process is followed whenever a more technical investigation is necessary to determine if City of Asheville water service is available. The Letter of Commitment process does not differentiate between City & County customers. There is a separate application for a Letter of Commitment, copy attached, and a \$ 280.00 processing charge. A Letter of Commitment is required prior to the City Engineer's review of water system extension plans. A Letter of Commitment is valid for one (1) year from the date of issue, subject to the conditions of the Letter of Commitment.

Situations where the Letter of Commitment process is applied are:

1. Whenever more than three (3) meters are desired at a single location. An example of this might be three (3) duplex apartments where the owner wants individual, (6) meters. Another example would be a strip shopping center where more than three (3) meters are desired.
2. New subdivisions with more than three (3) lots or whenever an extension of the water system is required to serve the subdivision.
3. Whenever a single meter larger than 1-inch is required.
4. Whenever the required water service involves a fireline connection and a domestic water service of any size.

The Letter of Commitment process is handled jointly by the City Engineer's Office and the Water Resources Department. The attached flow chart describes the procedure which currently can take between five (5) and ten (10) working days to complete.

MEMORANDUM TO: All Developers, Property Owners and Interested Parties

FROM: John Echeverri, P. E.
Assistant City Engineer
Engineering Department

SUBJECT: Request for Water Availability

In an effort to adequately determine if water is available for your proposed development, or fire system, we are asking you to prepare a Water Availability Request form. In addition, a check in the amount of \$280.00 made payable to the City of Asheville, is required to perform the technical review of your request.

As you prepare this application please keep in mind the following information:

- All approvals require plan review by the City of Asheville Engineering Department.
- All proposed water system extensions, upon approval, will receive a Letter of Commitment for water.
- All proposed water system extensions or relocations upon approval, will require design by a Professional Engineer licensed in the State of North Carolina.
- All proposed commercial, multi-family residential, industrial, medical, irrigation, and fire systems require Backflow Protection by an approved method.

Please return the sketch plan, Water Availability Request form and \$280.00 to the Engineering Department.

Thank you for your cooperation.

WATER AVAILABILITY REQUEST
(PLEASE TYPE OR PRINT)

TO: City of Asheville
Engineering Department
Post Office Box 7148
Asheville, North Carolina 28802

DATE: _____

FROM: _____

PURPOSE: _____
and
NAME OF
PROJECT: _____

My need is for a maximum of _____ gallons per minute
and a maximum of _____ gallons per day
Fire flow _____ gallons per minute
Number of taps _____
Tap sizes _____

LOCATION: _____

PIN NUMBER: _____

Enclosed herewith is my check for \$ 280.00 and attached sketch plan meeting your requirements for you to process my water availability request. I realize that this is a non-refundable fee to cover the costs of various field studies and staff time required to process my application and cannot be used as a credit against any other cost I may incur.

I anticipate needing the water for the above state purpose on: _____
(date)

I can be reached at the following daytime telephone number: _____

Submitted by: _____

Signature

SKETCH PLAN REQUIRMENTS

- 1) Location map at a scale of not less than 1" = 2000'.
- 2) PIN Number.
- 3) Sketch plan of proposed development at a scale of not less than 1" = 200'.
- 4) Proposed road right-of-way.
- 5) Proposed water and other underground utilities.
- 6) Adjacent road names. S.R. numbers and distance to nearest intersection.
- 7) Contour interval of not less than ten feet.
- 8) If water request for commercial/industrial/institutional use, a calculation sheet(s), showing how peak, average and irrigation demands were obtained.
Fixture unit analysis is preferred for commercial projects
- 9) If water request is for fire protection system, submit gallons per minute required for fire flow.